

VENDOR CHAIR

Responsible for all aspects of the vendor areas, including but not limited to, devising overall layout and budget, determining which vendors to invite, finalizing application and preparing content for planning book and/or website, collecting fees, sending confirmations, assigning spaces, recruiting volunteers for set-up/tear-down, overseeing arrivals, and troubleshooting problems during the week of the Specialty.

Qualifications

- Good space planning, organizational and problem solving skills.
- Ability to supervise people and delegate tasks.
- Familiar with AKC and BMDCA regulations, specifically pertaining to vendors at dog shows (e.g. regulations regarding aisle ways, generators, etc.).
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

Time Commitment

This is at least a one year assignment, with moderately busy periods occurring at first to prepare vendor layout, determine budget to finalize pricing and application; light on-going work from around six months out to send invitations, collect fees and send confirmations. High volume of activity 30-60 days out to assign spaces and send vendor notices, and on set-up day prior to the first arrivals and intermittent-light activity during the specialty until the last exhibitor has departed and clean up accomplished.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Vendors, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with Show Chair and Grounds Chair to develop the preliminary budget.
- Begin recruiting additional committee members as appropriate.

At Least 12 Months before the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- Review hotel/site contracts with Show Chair to determine any vending-related requirements and/or restrictions (e.g. exclusive contractors, tenting restrictions, insurance requirements, etc.)
- Work with Grounds Chair to develop layout for vendor areas and site map.

At Least Nine Months out

- Solicit bids for any additional rental equipment and obtain pricing on supplies/signage.
- Work with the Grounds Chair to finalize vendor budget expenses and fees. Advise Show Chair and Specialty Treasurer of finalized income forecasts and expenses.
- Finalize terms of vendor application and submit to Show Chair for approval.

At Least Six Months out (and on-going)

- Upon receipt of application approval, send invitations to prospective vendors, collect applications and rental fees. Send out confirmation notices. **Forward all payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)
- Submit rental equipment contracts for Show Chair signature and provide copies of all agreements to Specialty Treasurer.
- Submit content for the planning booklet, website and premium list by prescribed deadlines.

At Least Two Months out

- Confirm all reservations have paid in full. Send reminders to anyone with outstanding balances.
- Recruit required number of volunteers to assist with vendor operations on set-up day.

At Least One Month out

- Assign vendor spaces and prepare detailed site map with assignments.
- Submit a copy of the site map to Grounds Chair along with counts for tables and chairs required.
- Send site map noting space assignment and other information as defined in Section 8.0 to all vendors.
- Reconfirm rental equipment and follow-up to ensure deposits/payment have been made.
- Coordinate with Grounds Chair to purchase authorized budgeted supplies.

No Later Than Two Weeks Out

- Reconfirm volunteers, planning for enough coverage that volunteers may take breaks.

Week of the Specialty

- Prior to site set-up (Sunday or prior to the Specialty if possible):
 - Arrive early to survey site with committee members to identify safety issues, delegate areas of responsibility, etc. Notify Grounds to mitigate any hazards.
 - Arrange early access to the site for committee members.
 - Delegate tasks to committee members.
- Initial Set-Up Day (typically Monday):
 - Oversee set-up operations at the show site (e.g. erection of tenting – if applicable, marking of vendor spaces with site management approved materials, installation of temporary power-if required, set-up of tables/chairs)
 - Ensure vending area is ready to receive flow of traffic prior to the established move-in time.
 - Manage arrivals/move-in to the vendor area.
- Throughout the Week:
 - Continually survey vendor area for hazards (e.g. clear aisles, wet floors, etc.) and notify Grounds Chair for required clean-ups as appropriate.
 - Troubleshoot and correct problems and implement contingency plans as needed.
 - Supervise vendor areas to ensure that all site rules are adhered to, reporting any violators to the Show Chair.

Post-show

- Oversee tear down and clean-up efforts. Secure area and conduct verification walk-thru with Grounds Chair and/or Site Management personnel.
- Ensure all rental equipment is returned in accordance with agreements.
- Submit invoices in accordance with BMDCA policies to Specialty Treasurer in a timely fashion.

Within Two Weeks of the Specialty

- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Number of commercial vendor spaces rented
2. Price Commercial Rate (per day)
3. Number of regional club spaces rented
4. Price Regional Clubs (per week)
5. Total approximate square footage of vending area